

Legal Secretaries (43-6012)

Occupation description: Perform secretarial duties using legal terminology, procedures, and documents. Prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. May also assist with legal research.

Employment and Job Openings

	Average employment			Average annual openings		
	2010 estimate	2020 projection	Percent change	Growth	Replacement	Total
Alaska	523	529	1.1	1	10	11
United States	233,200	241,400	3.5	810	3,130	3,940

Job outlook

Alaska: Alaska's employment growth is low with moderate employment opportunities. [Read more.](#)

2013 Wages ?

	Mean Wage and 95% Confidence Interval			Wage by Percentile		
	Low	Mean	High	10th	Median	90th
United States	n/a	21.65	n/a	12.72	20.38	33.35
Alaska	20.64	22.59	24.54	16.86	22.03	28.91
Anchorage/Mat-Su Area (MSA)	20.20	22.74	25.28	16.86	22.52	28.90
Fairbanks North Star Borough (MSA)	18.65	21.23	23.81	16.76	19.40	29.15
Balance of State	20.03	23.06	26.09	16.10	21.66	32.42

Labor Force Indicators

2012 Worker Characteristics

Total workers	Nonresident workers	Percent nonresident	Percent age 45 plus	Percent age 50 plus
553	29	5.2	48.4	38.8

2012 Potential Supply

Qualified but working in another occupation	149
Currently employed in a lower paid occupation	62
UI claimants previously working in occupation	54

2012 ALEXsys Employment Data

Number of registrants	344
Number of job position postings	20
Ratio of registrants to job position postings	17.2

Typical Entry-level Education, Experience, and/or On-the-job Training

Education: High school diploma or equivalent

Work experience: None

On-the-job training: Moderate-term on-the-job training

Training Resources

	Degree
University of Alaska Anchorage, Mat-Su	
Legal Secretary	CT1

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